Bank Details for Warrant or Bank Transfer (ACH)

| PA30 |

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/7/05	Kathy Henry	First Draft
4/11/05	Joanne Gallaher	SME review, approve
4/13/05	Heather Hanson	Trainer review, approve
4/26/05		Agency review, approve
7/13/05	Mike Murray	Tester review, approve w/ changes
7/13/05	Kathy Henry	Removed steps involved with deleting a bank details record – should not delete a bank details record; added steps for delimiting a record.
7/13/05	Mike Murray	Tester review, approve
8/17/05	Jenelle Anderson	Inserted message type table
6/06/06	Lesa Terry	Updated to remove reference of "other bank" records
8/11/06	Lesa Terry	Update to include details for entering 01 for checking or 02 for savings. Added info for Correction and Returns report.

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Purpose

Use this procedure to update an employee's compensation method and associated bank information. The compensation options are warrant (paper check) or direct deposit.

Trigger

Perform this procedure when:

- The employee changes banks

- The employee changes how funds are distributed

- An error occurs with the initial bank pre-notification process

- The employee wants to change the compensation method.

Prerequisites

The employee is set up in the system.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data →Maintain.

Transaction Code

PA30

Helpful Hints

Use the *Corrections and Returns Report* (ZHR_RPTPY151) on a daily, semi-weekly or other regular basis for any Notifications of Changes (NOC) or Returns that may have come from the Bank. Failure to monitor this report may result in Automatic Deposits not being processed accurately.

Depending of the type of transaction that comes to HRISD from the employee's Bank the following actions may occur:

- Any Return Transaction will automatically reset the employee's Bank Details (0009) back to a Warrant for records dated in the past.

- Bank Details (0009) records that have an effective date on or after the date of the Return will not process. Messages indicated FAILED will show and the user must determine if any action is required.

- Any correction Transactions with codes C01-C07 will automatically update the employee's Bank Details (0009) with the new information.

- Any Corrections with codes C08 and higher will only be reported, and the user must determine the appropriate course of action.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Related Procedure

None

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Procedure

1. Start the transaction using the above menu path or the transaction code **PA30**.

Maintain HR Master Data

2. Complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example:** 40000434

3. Click (Enter) to validate the information.

4. Click the Payroll tab.

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Maintain HR Master Data

5. Click the gray box to the left of Bank Details.

> ℹ️ The Bank Details (0009) Infotype is created during the Hire Action using PA40. HRMS defaults to a warrant (paper check).

6. Click 🖼️ (Overview) for an overview of all actions associated with the *Bank Details* infotype (0009).

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List Bank Details (0009)
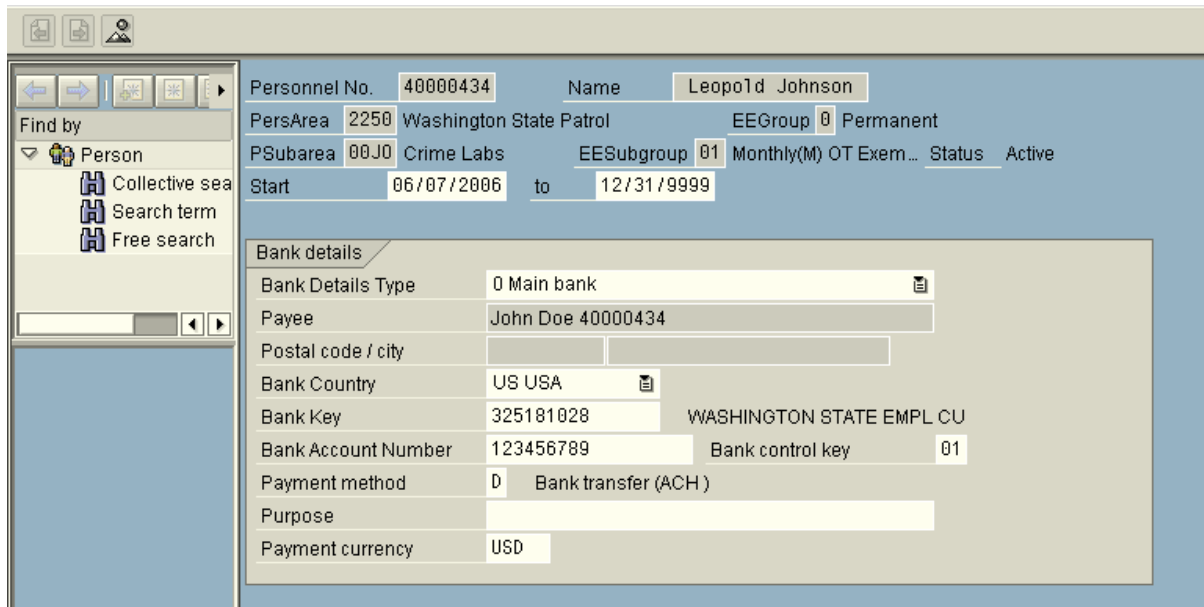
7. Click the gray box to the left of the record you want to change.

8. Perform one of the following:

If	Then
You want to create a new *Main bank* to take effect at a future date.	Click ⬜ (Copy) to copy the record. The old record will be delimited the day before the new record takes effect.
You want to fix a mistake in the account number of a *Main bank.*	Click ✏️ (Change) to change the record.

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If	Then
You want to change the amount deposited to the *Main bank.*	Click (Copy) to copy the record. The old record will be delimited the day before the new record.

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Change Bank Details (0009)

9. Review/change the following fields:

Field Name	R/O/C	Description
Start	R	The start date. **Example:** 6/07/06
Bank Details Type	R	The classification for this bank account. Only use – Main Bank. ⚠️ The State of Washington does not accommodate payments to multiple institutions. Do not use the option of *Other Bank*. **Example:** Main bank
Bank Key	O	The bank's routing number. ℹ️ Leave blank for a Warrants payment method. **Example:** 325181028
Bank Account Number	O	The employee's bank account number. ℹ️ Leave blank for a Warrants payment method. **Example:** 325497879
Payment method	R	The manner in which an employee is compensated, either by warrant or direct deposit. **Example:** C = Warrant; D = Bank Transfer (ACH)

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Field Name	R/O/C	Description
Bank control key	O	The type of bank account - for example, savings or checking.
		Enter *01* for Checking or *02* for Savings.
		These options must be entered exactly as 01 or 02. Some employee's may already have entries of *C* or *1* or a blank from previous updates and the defaulting to Checking. It is necessary to update these records to 01 or 02 when making changes to the *Bank Details* (0009) infotype.
		Example: 02

10.   Click (Enter) to validate the information.

11.   Click (Save) to save.

12.   You have completed this transaction.

Result

You have changed a **Bank Details** record.

Comments

If you have an employee that would like to change from receiving a warrant (paper check) to a bank transfer (ACH) for a short period (one or two pay periods), the change must be effective dated within the period you want the change to occur and include the check date for that period. For example: Today is May 1 and you have an employee that has requested to have their pay automatically deposited for one pay period. The *start* date for this record should be any date within May 1 to May 5. This will allow for the pre-note process to complete with the bank and result in an bank transfer (ACH) for the May 25 payroll. The *to* date must cover the actual check date for the pay period and should be May 26 for this example. Based on this example, the next pay date (June 10) would produce a warrant (paper check).

The pre-note process is executed when payroll is exited by DOP. Any record that was *keyed* 10 days prior to payroll being exited will be effective for that payroll. If the transaction was *keyed* less than 10 days prior to payroll being exited will be effective the following payroll.

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